



MEETING MINUTES**Member Attendees**

Jane Holl Lute/Deputy Secretary	Alejandro Mayorkas/USCIS	Ricky McCoy/AFGE-TSA
Jeff Neal/CHCO	Jeffery Orner/USCG	Jose Lamboglia/NTEU-CBP
John Gage/AFGE National	Lee Kair/TSA	Glenn Dockham/NTEU-CBP
Colleen Kelley/NTEU National	Kenneth Keene/FLETC	Yasir Sheikh/NTEU-TSA
TJ Bonner/NBPC	Mark Whetstone/AFGE-USCIS	Vanessa Newton/NTEU-CBP
Albert Sligh/FEMA	Demetrios Stroubakis/AFGE-USCG	Abdullah Shahbaaz/NTEU-CBP
David V. Aguilar/CBP	David Wright/AFGE-FPS	
Daniel Ragsdale/ICE	Steve Hardman/AFGE-FEMA	

Welcome and DHS Labor-Management Forum Charter

- Deputy Secretary Jane Holl Lute welcomed DHS Labor-Management Forum members and advisors.
- Members discussed their expectations for the forum and established a working group to develop a draft charter that lays out the forum's functional elements.
- The charter working group includes: John Gage/AFGE President, Colleen Kelley/NTEU President, Alejandro Mayorkas/USCIS and Jeff Neal/CHCO. The working group will review previous charters and draft a document that outlines the frequency of meetings, ground rules, chairing, agenda setting, decision-making, etc. The draft charter will be presented at the next meeting.
- CHCO Neal will be the Secretary of the forum.
- Members also discussed that the forum should focus on overarching cross-component issues instead of local issues. Pre-decisional involvement in decision making was also discussed, and the collection of metrics will be an ongoing topic of discussion.
- Deputy Secretary Lute stated that the "Open Discussion" section of the meeting should be replaced with an opportunity for members to discuss specific tough issues.
- It was suggested that a representative from NPPD or FPS be added to the DHS Labor-Management Forum. Deputy Secretary Lute agreed.
- Deputy Secretary Lute discussed the need to make labor-management relations organic to the way Homeland Security does business. "Nothing about you, without you!"

Communicating DHS Labor-Management Forum Activities

- Members agreed that DHS would create a Web site that outlines the activities of the DHS Labor-Management Forum and demonstrates to employees what it means to have healthy labor-management relations.
- Timeline: Web site will be developed by June 11.

Baseline Assessment

- Members discussed a baseline survey to assess the current state of labor relations within the Department. It was recommended that the Department survey those actively engaged in labor-management relations (e.g., supervisors and stewards from the front line to top management), then survey the same group 15 months later using the same questions.
- Members decided to form a survey working group to identify the survey content and best approach for survey administration, all with the goal of launching the survey by July 1. Working group volunteers include: Lee Kair/TSA, David Aguilar/CBP, Colleen Kelley/NTEU President and John Gage/AFGE President. A draft survey will be sent to forum members and advisors.
- Initial feedback on the survey included: suggesting the survey capture the participant's organization; the same questions be used from year to year; and the number of questions be kept to a minimum.

(b)(1) Pilot Participation

- Members discussed DHS's participation in (b)(1) pilots. Current (b)(1) contracts are in place with FEMA.
- Members decided to hold a separate meeting on (b)(1) after Monday's National Council on Federal Labor-Management Relations meeting. Deputy Secretary Lute will chair this meeting with a focus on resetting this issue and bringing forward solutions.
- (b)(1), including an overview of (b)(1) pros and cons, will also be added to the agenda for the next forum.

Implementation of Executive Order 13522

- Members discussed the status of implementing Executive Order 13522 across components.
- Members agreed that components can move ahead with implementation and do not need to wait for guidance from the DHS Labor-Management Forum.

DHS Employee Survey

- OCHCO I/O Psychologist Kimberly Austin presented the results of the 2009 DHS Employee Survey, which was administered from Oct. 30 to Dec. 22 to all permanent, civilian employees onboard before July 31 (overview attached).
- Members agreed to work jointly on ways to address employee concerns raised through the surveys.

Training

- Members discussed training for effective labor-management relations and participation in forums.
- Deputy Secretary Lute agreed to meet in advance of the next forum to discuss training and the FLRA regional training offerings for DHS.

Next Meeting

- Members suggested that the meeting date follow the National Council meetings, with the next meeting taking place the second half of July.
- Members also suggested that meeting duration should be agenda driven.
- Location TBD.